



ENVIRONMENTAL IMPACT REPORT Accelerated Preparation Option

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 501, SAN DIEGO, CA 92101
Call (619) 236-6460 for information.

INFORMATION
BULLETIN
510
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The accelerated environmental impact report (EIR) preparation option (EIR option) is an alternative to the city's standard EIR preparation process, available on a voluntary basis to applicants of qualifying projects.

The goal of the EIR option is to provide applicants with a more predictable, less costly and accountable (scheduled) process by giving the City better control over the EIR preparation process.

The EIR option is anticipated to reduce the overall EIR process by approximately three months, as compared to the city's standard EIR process.

This significant time savings is made possible by eliminating the draft screencheck review process, in which Land Development Review (LDR) staff reviews draft versions of the EIR and the applicant's environmental consultant revises the document per staff's direction.

1. THE PROCESS

Under the EIR option, an environmental consultant retained by the applicant prepares the preliminary draft EIR in accordance with Land Development Review's EIR scoping letter.

After the preliminary draft EIR is accepted by Land Development Review as complete, staff is then responsible for completing the draft EIR within 40 working days, with the technical assistance of the EIR consultant and the applicant as needed.

2. WHAT PROJECTS QUALIFY?

Projects which qualify for the EIR option are those projects that are well defined at the time of application. If Land Development Review staff determines there are too many unresolved project issues at the time of application, the applicant will be advised that this option is not available.

In order for a project to be processed under the EIR option, a Letter of Approval (see reverse side) must be signed by both the applicant and the Environmental Review Manager of the Land Development Review Division.

3. PROJECT MANAGER

As is the case with all projects requiring the preparation of an EIR, a Process 2000 project manager will be assigned to all projects processed under the EIR option. The project manager will be responsible for determining whether or not the terms of the Letter of Approval are being fulfilled.

Inability of the applicant or Land Development Review to comply with the provisions of the Letter of Approval shall be considered cause for either party to opt out of the EIR option.

4. FOR MORE INFORMATION

For further details on the EIR option and the responsibilities of the involved parties, please refer to the Letter of Approval on the reverse side.

5. SAMPLE PROJECT SCHEDULE

The following is a sample project schedule based on the timeframes specified in the Letter of Approval, converted to calendar days (rather than working days); dates are for example only.

Task	Duration (in days)	Completion Date
Project description finalized.....	1	Jan. 1
Pre-scoping meeting	1	Jan. 14
Prepare EIR scoping letter	14	Jan. 27
Prepare draft EIR and technical reports	90	April 27
Submit initial technical reports	1	April 2
Review technical reports	14	April 15
Technical reports meeting	1	April 15
Preliminary draft EIR submittal	1	April 23
Review preliminary draft EIR	7	April 29
Draft EIR submittal meeting	1	April 30
Staff completes draft EIR and provides copy to applicant	56	June 24
Applicant reviews draft EIR	14	July 8
Minor changes made to draft EIR ..	5	July 13
Public review (30 or 45 days)	45	Aug. 27
Respond to comments	14	Sept. 10
Finalize and distribute final EIR	1	Sept. 10
Two-week review of final EIR by public and decision maker ...	14	Sept. 24

This information is available on alternative formats for persons with disabilities.
To request this bulletin in alternative format, call (619) 236-7703 or (800) 735-2929 (TT).



City of San Diego
Development Services
1222 First Ave., MS-501
San Diego, CA 92101
(619) 236-6460

Accelerated Environmental Impact Report Preparation Option Letter of Approval

Applicant	Project Name	LDR Number
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This Letter of Approval between the Land Development Review Division (Land Development Review) of the City of San Diego (City) Development Services and the applicant specified above (Applicant) is intended to set forth a process by which the Environmental Impact Report (EIR) for the above-referenced project will be prepared using the Accelerated EIR Preparation Option offered by the City of San Diego.

This process does not delegate or defer any of the City's responsibilities under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) or the City's Environmental Quality Ordinance (San Diego Municipal Code Section 69.0101 et seq.). The same standards for independent review and analysis of environmental issues required under the California Environmental Quality Act and the City's Environmental Quality Ordinance shall apply to all elements of this process. The Applicant is responsible for paying all applicable EIR processing deposits and/or fees required by the City.

The Accelerated EIR Preparation Option is available for those projects that are well defined at the time of application. If at the time of application, Land Development Review staff determines there are too many unresolved project issues, the Applicant will be advised that this option is not available.

The following is a list of the elements which constitute this Letter of Approval:

A. Applicant Selects EIR Consultant: After an applicant elects to proceed under this option, subject to Land Development Review approval, they must first select an EIR consultant. The Applicant is responsible for all costs associated with the preparation of a Draft EIR, in conformance with the requirements specified in the EIR scoping letter prepared by Land Development Review.

B. Project Management: A Process 2000 Project Manager will be assigned to the project. The Project Manager will be responsible for determining whether or not the terms of this Letter of Approval are being fulfilled. Inability of the Applicant or the City to comply with the provisions of this Letter of Approval shall be considered cause for either party to opt out of the Accelerated EIR Preparation Option.

C. Pre-Scoping Meeting: An EIR pre-scoping meeting attended by Land Development Review staff, the Applicant, and the EIR consultant will be held within ten (10) working days of the execution of this Letter of Approval, provided that the application for the project has been deemed complete. The recognized Community Planning Group wherein the proposed project is located will be invited by Land Development Review to send one (1) representative to attend this meeting. The inability of a Community Planning Group to send a representative shall not result in the postponement of a scheduled meeting.

During this meeting, the project will be discussed in as much detail as possible, including, but not limited to the following: project development options, environmental constraints, and potential environmental issues. A preliminary schedule for the EIR will be provided to the Applicant based on information discussed during this meeting and the Applicant's estimated submittal dates for requested technical reports and the Draft EIR. The EIR scoping letter will be issued by Land Development Review within ten (10) working days following the pre-scoping meeting.

D. Submittal of Draft Technical Reports: All requested draft technical reports, as identified during the pre-scoping meeting and as specified in the EIR scoping letter, shall be submitted to Land Development Review at least twenty (20) working days prior to the agreed upon Draft EIR submittal date.

E. Review of Technical Reports: A meeting will be held with Land Development Review staff, the Applicant, and the EIR consultant within ten (10) working days following the submittal of draft technical reports (Para-

graph D) in order to discuss staff's review of these reports and to provide direction on their completion.

F. Draft EIR Pre-Submittal: At least five (5) working days prior to the Draft EIR submittal meeting (Paragraph G), the Applicant shall submit one (1) copy of the Draft EIR for Land Development Review verification that all issues identified in the EIR scoping letter are addressed in the Draft EIR. Determinations regarding the adequacy of the Draft EIR will not be made at this time.

G. Draft EIR Submittal Meeting: Land Development Review staff will meet with the Applicant and the EIR consultant to review the Draft EIR and the technical report submittal checklist for completeness. This meeting will also include a project update by the Applicant to assess whether or not all determinations made during the EIR scoping phase are still valid. At this point, the Applicant can opt out of the Accelerated EIR Preparation Option and resume processing under Land Development Review's standard EIR process, consisting of three (3) Draft EIR submittals/ screenchecks.

Opting out of the Accelerated EIR Preparation Option will result in changes to the EIR processing schedule.

H. Accelerated EIR Option Processing: The Applicant shall submit three (3) printed copies of the Draft EIR and each of the final technical reports, as well as the Draft EIR on computer diskette(s) in a format that is acceptable to Land Development Review (including tables, graphics, etc. where applicable). Land Development Review shall prepare the final Draft EIR within forty (40) working days from the submittal date of all required documents.

During the time the document is being completed by Land Development Review, the Applicant shall provide consultant technical support to Land Development Review as requested, including additional information, analysis, and graphics. Unreasonable delays on the part of the Applicant in responding to such requests shall be cause for cancellation of the provisions of this Letter of Approval. Following completion of the Draft EIR, and prior to public review, the Draft EIR shall be provided to the Applicant for a review period of ten (10) working days.

Following the Applicant's review, and the completion of any revisions agreeable to Land Development Review, the Draft EIR will be distributed for the appropriate public review period, normally thirty (30) or forty-five (45) days.

The Applicant will be responsible for all printing required in conjunction with the preparation of the Draft EIR. Land Development Review will mail/distribute the Draft EIR, according to the City's public review procedures, the cost of which shall be borne by the Applicant.

I. Final EIR Preparation: Upon completion of the Draft EIR public review period, the Applicant's EIR consultant shall, under the direction of Land Development Review, prepare responses to comments on the Draft EIR and any new/revised graphics and technical information deemed necessary by Land Development Review. The Applicant shall prepare draft candidate findings to be submitted to Land Development Review prior to the first scheduled public hearing for the project. The Applicant shall be responsible for the preparation and printing of the Final EIR, as directed by Land Development Review.

J. Hearing Process: Once the EIR has been completed and all other City requirements have been met, the project will be scheduled for a public hearing. Land Development Review will make the Final EIR available to the public and decision makers at least fourteen (14) calendar days prior to the first public hearing, as required by the City's Environmental Quality Ordinance.

Signed this _____ day of _____, 199_____.

Environmental Review Manager
Land Development Review Division
Development Services

Applicant

Print Name of Applicant